

512.91 (d) Pre-Approval for a Conservation Program Contract Letter

VIA CERTIFIED MAIL: RETURN RECEIPT REQUESTED

DATE

(Name and address of applicant)

Dear (participant name):

Your application for (program) assistance through the Natural Resources Conservation Service (NRCS) has been pre-approved as a high-priority request. NRCS is awaiting your response to this letter and the information detailed below to finalize development of a conservation plan schedule of operations and (program) contract. After these planning and contract documents have been completed, a final contract package will be provided for your review and signature. NRCS will then approve and obligate funds for your contract. You will be notified of the contract approval date.

I am enclosing a copy of the (program) Contract Appendix so that you are aware of all contract requirements before proceeding. I am specifically emphasizing the following terms and conditions applicable to your contract request:

- Participants must apply or commence a practice within the first 12 months after contract approval.
- Participants that sell, lose control of any land under contract, or violate other contract terms or conditions are subject to repayment of cost share, and payment of liquidated damages and interest.

I urge you to carefully review the Contract Appendix before making your decision to participate in (program). Feel free to contact me if you need additional explanation about the contract requirements.

This letter does not serve as a formal approval of your contract request. Please do not start any practice before your contract has been signed by the authorized NRCS official. Starting a practice before contract approval will invalidate that practice and cost-share assistance for that specific practice will not be available. This may also affect the final approval of your contract. If you agree to all provisions of the Appendix and wish to proceed with obligating funds, the following information must be received in this office within 15 calendar days of receipt of this letter:

- Designate a “decisionmaker” if two or more individuals are participants on a contract. This person receives general correspondence and serves as the “point of contact” for the local NRCS staff.
- Designate the share of contract payments each participant is requesting.
- Provide direct-deposit information including the bank routing number and account number for electronic deposit of conservation payments to each participant that receives a contract payment share. The enclosed form AD-1199a can be completed by you or your financial institution to provide the required information.

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Failure to provide this information or otherwise contact this office within 15 days will cause your application to be “deferred” and removed from consideration for funding during the current acceptance period.

Please contact the local NRCS Office at (____) _____ to make arrangements to complete development of your conservation plan and (program) contract.

Sincerely,

Name
District Conservationist

Enclosure